

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

SUBPART B—PER DIEM—LODGINGS-PLUS METHOD

§ 301-11.100 **What will FAA pay me for my lodging costs under the lodgings-plus per diem method?** When travel is more than 12 hours and overnight lodging is required you are reimbursed your actual lodging cost not to exceed the maximum lodging amount of your applicable maximum per diem rate.

§ 301-11.101 **Will FAA pay me an amount for State and local taxes in addition to my lodging costs?**

If your travel is to a temporary duty site...	Then
In a nonforeign area,	Yes. FAA will pay your State and local lodging taxes separately from your allowable lodging costs. There is no dollar limit on State and local lodging taxes, however, FAA will only pay the amount of taxes that relates to reimbursable allowable lodging costs. FAA will not pay State and local taxes related to allowable lodging costs in excess of the maximum allowable amount. FAA will prorate State and local taxes based on the ratio of the reimbursable allowable lodging cost over the total lodging cost.
To a foreign area,	No. You should ask about taxes when placing your reservation. FAA will not pay you an additional amount or authorize ASEA for lodging taxes.

§ 301-11.102 **What will FAA pay me for meals and incidental expenses (M&IE) under the lodgings-plus per diem method?** (a) Except as provided in paragraph (b) of this section, FAA will pay you an allowance computed as follows:

When travel is:	FAA will pay you:
More than 12 hours but less than 24 hours,	.75 times the applicable M&IE rate.
24 hours or more, on	
The day of Departure,	.75 times the applicable M&IE rate.
Full days of travel,	The applicable M&IE rate.
The last day of travel,	.75 times the applicable M&IE rate.

(b) If you travel by vessel, either commercial or Government, FAA will determine an appropriate M&IE rate within the applicable maximum rate allowable.

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§ 301-11.103 What is the applicable M&IE rate?

For days of travel which...		Your applicable M&IE rate is...
Require lodging,		The M&IE rate applicable for the temporary duty location, or stopover point, if you require a stopover.
Do not require lodging, and	Travel is more than 12 hours but less than 24 hours,	The M&IE rate applicable to the TDY site (or the highest M&IE rate applicable when multiple locations are involved).
	Travel is 24 hours or more, and you are traveling to a new temporary duty site or stopover point at midnight,	The M&IE rate applicable to the temporary duty site or stopover point.
	Travel is 24 hours or more, and you are returning to your official station,	The M&IE rate applicable to the previous day of travel.

§ 301-11.104 What M&IE rate will I receive if a meal(s) is furnished at nominal or no cost by the Government or is included in the registration fee?

Your M&IE rate must be adjusted for a meal(s) furnished to you, with or without cost, by deducting the appropriate amount shown in the chart below for CONUS travel or in Appendix B for OCONUS travel. If you are charged for a meal that has been deducted, FAA will reimburse you up to the deduction amount. In no case may deducted amounts cause you to receive less than the amount allowed for incidental expenses.

M&IE	\$30	\$34	\$38	\$42	\$46	\$50
Breakfast	6	7	8	9	9	10
Lunch	6	7	8	9	11	12
Dinner	16	18	20	22	24	26
Incidentals	2	2	2	2	2	2